

## Produce a folded booklet

How you produce a booklet depends on what features your printer supports.

### If your printer supports duplex printing

Follow the printer's instructions for setting up duplex printing. Set the printer for **Landscape** page orientation and so the page flips on the short edge. (You can usually find these options by clicking **Properties** in the **Print** dialog box.) This puts the publication pages in the right order when you fold the printed sheets.

### If your printer does not support duplex printing

Print each two-page set on one side of a separate sheet of paper. For example, if you print an eight-page folded booklet, you have four sheets of printed paper with the following pages on them:

- Pages 8 and 1 (8 appears on the left half of the sheet and 1 on the right half)
- Pages 2 and 7 (2 on the left and 7 on the right)
- Pages 6 and 3 (6 on the left and 3 on the right)
- Pages 4 and 5 (4 on the left and 5 on the right)

To assemble the booklet:

1. Copy pages 8 and 1 onto one sheet of paper.
2. Copy pages 2 and 7 onto the back of that same sheet.
3. Copy pages 6 and 3 onto a new sheet of paper.
4. Copy pages 4 and 5 onto the back of that same sheet.

**Note** If you set the publication page sizes to be smaller than half the size of a printed sheet of paper (for example, if you print a 4-by-6-inch booklet on letter-size paper), you can print crop marks on the publication to show where to trim the pages. In the **Print** dialog box, click **Advanced Print Settings**. On the **Page Settings** tab, make sure that the **Crop marks** option under **Printer's marks** is selected.

Easiest way to print the booklet if your printer has double sided print. Note the booklet feature is set to “Off”

If you have to print single sided and every other page prints upside down, rotate and then copy all sheets in order using a copy machine to create a one sided booklet with all pages oriented the right way, and then copy to double sided print.

